

**CGS 1100 MICROCOMPUTER APPLICATIONS**  
**for Business and Economics**  
*Syllabus Supplement*  
*Fall 2009*

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Please see Course Syllabus for textbook and required materials for this course.

### **Course Requirements**

Your grade will be determined by how much you learn in this course, as demonstrated on the assignments, quizzes, exams and in-class projects. You are expected to do any or all of the following as necessary, in order to insure that you have mastered the course objectives:

- Read and study assigned material from the text;
- Complete practice exercises and assignments and submit in a timely manner;
- Pursue independent study using resource materials available in the library (books, periodicals, videos), the Tech Center lab, and any other pertinent source;
- Demonstrate your mastery of the required skills on quizzes, in-class projects, and exams.

Course documents and resources will be available on the course web page on the college Desire2Learn (D2L) website at the following URL: <http://d2l.chipola.edu>

**Check the D2L course site regularly and stay caught up** with your work. If you check the D2L course site and a document you need is missing, please inform your instructor.

### **Academic honesty**

Credit for this course is based upon individual achievement and demonstrated skills. You will be required to demonstrate your ability to use application software features covered in the assignments, quizzes, in-class projects and exams; therefore, **doing your OWN work** on assignments and quizzes is crucial. All work submitted should be the product of your own personal efforts unless the instructor specifically authorizes a group assignment or project. Discussion of assignments is encouraged, but submitting someone else's work as your own is not permitted. Submitting another student's work, gaining answers on assignments, quizzes, projects or exams through any dishonest method or providing such assistance to others are violations of the college's academic honor code. Violation of the academic honor code as stated in the Student Governance section of the college catalog will result in a grade of 0 for all students involved. Additional disciplinary action may be taken. See the Student Governance: Academic Honor Code section of the college catalog for additional information.

## **Classroom policies**

- Follow classroom lab rules and network usage policies listed upon computer logon.
- Be considerate of your classmates and your instructor
  - Minimize classroom disturbances
    - Do not print during lectures or while your instructor is giving instructions.
    - If you must enter class late or leave early, do so as quietly as possible and wait until the end of class to check with the instructor about attendance.
    - Work quietly.
  - Keep the classroom neat
    - Do not eat or drink in the classroom.
    - Clear any trash from your work area before you leave.
    - Recycle usable paper (without folding or crumpling) in recycle bin.
  - Silence in class is expected during exam and project periods.
- Cell Phone/ Electronic Device Usage – All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Any time a test or in-class project is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam or in-class project, a score of zero will be given for that exam/project. See the Student Governance: Cell Phone/ Electronic Device Usage section of the college catalog for additional information.

## **Copyright Notice**

The course website may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material.

## **Withdrawals**

Students may attempt a course up to 3 times; withdrawals count as attempts. On the 3<sup>rd</sup> attempt, a student may not withdraw, but must receive a grade.

## **Important dates**

Aug 28 12 noon	Last day to withdraw with fee refund
Nov 4	Last day to withdraw from Term A individual class
Nov 18	Last day to resign from all classes from Term A

It is the **student's** responsibility to complete the appropriate form to withdraw from a class or resign from all classes and to obtain the necessary signatures and submit the form to the Registrar's Office prior to the deadline.

## Grading

- All coursework must be completed during the term. Incomplete grades will be given **ONLY IN EXTREME EMERGENCIES WITH APPROVAL FROM THE Dept. Director.**
- **ABSENCES** can impact your grade.  
Students who are absent for official college business (ie, athletics, club trips, student ambassadors, etc.) **MUST** make arrangements with the instructor to complete exams, projects and/or turn in work **PRIOR** to the absence.
- **QUIZZES:** Quizzes must be completed by the scheduled deadline for each quiz. If you miss a quiz deadline, the score will be a zero (0). Individual makeup quizzes will not be given. You may drop your lowest quiz grade.
- **ASSIGNMENTS:** **Late assignments will NOT BE ACCEPTED**  
Assignments may be submitted to the instructor in hard copy form unless otherwise noted by the instructor or may be submitted via the D2L Dropbox, but must be submitted in the correct Dropbox folder by the due date/time deadline. If you do not submit an assignment on time, you will receive a zero (0) for that assignment. **Verify** your submissions in D2L by checking your Dropbox history.
- **EXAMS:** You will not be allowed to take an exam if you are more than 10 minutes late for your scheduled class on the date of the exam. You **MUST** take the exam during your scheduled section unless approved by the instructor. If you miss an exam, the score will be a zero (0). Individual makeup exams will not be given. The score on the Comprehensive Makeup Exam at the end of the semester can replace **ONE** missed exam.
- **IN-CLASS PROJECTS:** You will not be allowed to take an in-class project if you are more than 10 minutes late for your scheduled class on the date of the in-class project. You **MUST** take the in-class project during your scheduled section unless approved by the instructor. If you miss an in-class project, the score will be a zero (0). Individual makeup projects will not be given. The Comprehensive Make-up Project at the end of the semester can replace **ONE** missed project.

Your grade will be computed as follows:

Quiz average	100 pts
Assignments (total)	100 pts.
Exam average	100 pts
In-class Project average	<u>100 pts.</u>
Total possible points	400 pts.

Grading scale: <u>Total points:</u>	<u>Grade assigned:</u>
372 - 400	A (93 - 100)
332 - 371.9	B (83 - 92)
280 - 331.9	C (70 - 82)
240 - 279.9	D (60 - 69)
Below 240	F below 60